

INSTRUCTION NO.  
LI 1-2

LI 1-2  
ORGANIZATION  
1 January 1974

SUBJECT : Mission, Functions, and Delegation of Authority,  
Procurement Division, Office of Logistics

~~RESCISSION: LI 1-2 dated 2 November 1965.~~

1. MISSION

Procure or exercise technical staff supervision over the procurement of equipment, supplies, and nonpersonal services required to support Agency activities.

2. FUNCTIONS

The Chief, Procurement Division, or, in his absence, the Acting Chief, shall:

- a. Participate as a member of the staff of the Director of Logistics, in all procurement matters and programs involving the overall planning and direction of the ~~Procurement Division, Office of Logistics.~~ *PD/OL,*
- b. Execute and administer all Agency procurement programs and activities assigned to the ~~Procurement Division~~ *PD/OL* and ensure that these are accomplished in the best interest of the Agency and the Government, conforming to applicable laws and regulations, and in accordance with sound business practices.
- c. Develop, train, and maintain an efficient procurement staff.
- d. Exercise contracting officer authority, as delegated herein.
- e. Coordinate, where necessary, all legal and security aspects incident to procurement transactions with the Office of General Counsel and with the Security Staff, ~~Office of Logistics.~~ *OL.*
- f. Ensure that proposed contract actions falling within the criteria set forth in [REDACTED] are reviewed by the Agency Contract Review Board.

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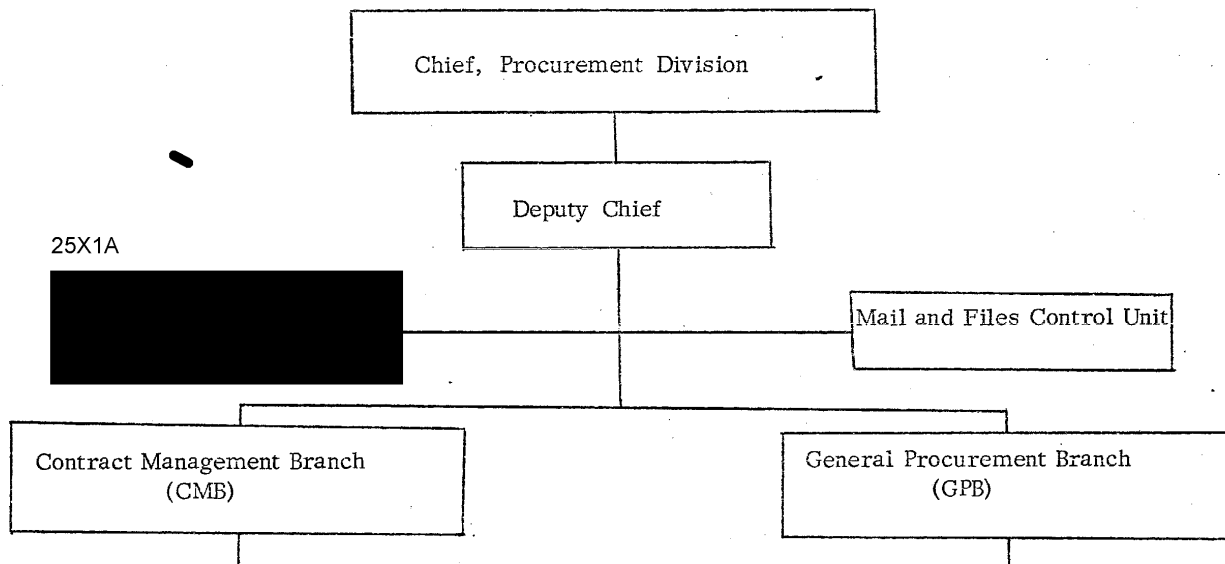
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*E2, Impdt, 206126*

INSTRUCTION NO.  
LI 1 -2

C-O-N-F-I-D-E-N-T-I-A-L  
Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010065-4  
Office of Logistics  
Procurement Division

LI 1-2  
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C-O-N-F-I-D-E-N-T-I-A-L

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ORGANIZATION  
~~6 December 1971~~

3. AUTHORITY

C/ PD/OL

- a. In conjunction with his assigned mission, the ~~Chief, Procurement Division;~~ or, in his absence, the Acting Chief, is delegated authority to:
- (1) Execute contracts and other procurement instruments written in accordance with separate delegation from the ~~Director of Logistics.~~ D/L
  - (2) Approve requests for field procurement of equipment and supplies including regulated items. PD/OL
  - (3) Approve advances of funds for use within the ~~Procurement Division,~~ and approve accountings and expenditures therefor.
- b. Any of the specific authorities itemized above may be redelegated to other ~~Procurement Division personnel by the Chief, Procurement Division.~~ One copy of each delegation or redelegation of authority will be forwarded to the Executive Officer, OL.

4. ORGANIZATION

See Organization Chart on page 2.



JOHN F. BLAKE  
Director of Logistics

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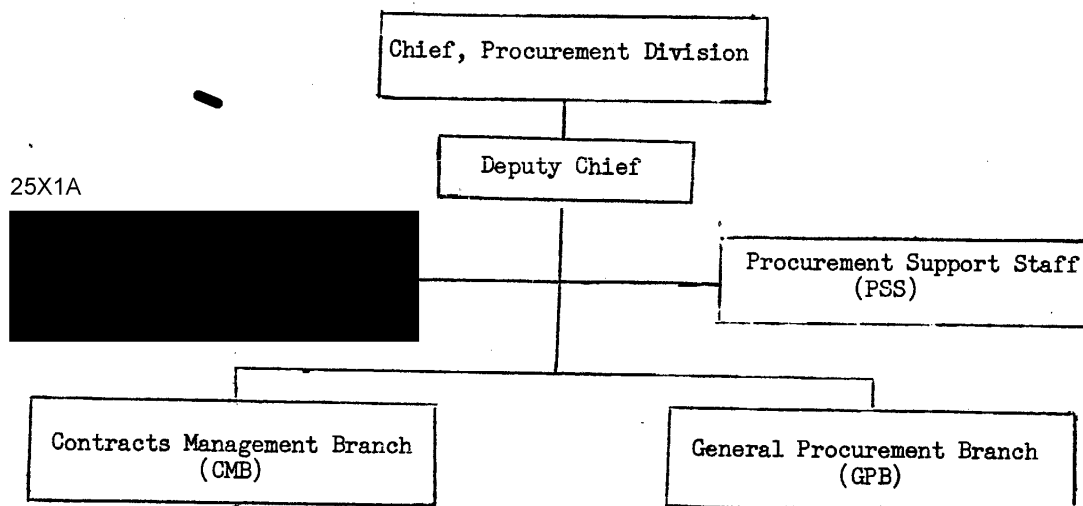
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- c. Develop and maintain an efficient procurement staff.
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- e. Coordinate, where necessary, all legal and security aspects incident to procurement transactions with the Office of General Counsel and with the Security Staff, Office of Logistics.
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OFFICE OF LOGISTICS  
PROCUREMENT DIVISION



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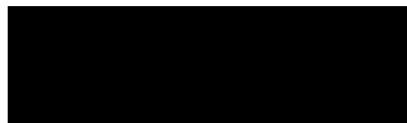
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